

Storyboard Invoicing for ICD-10

This storyboard demonstrates how to invoice for ICD-10.

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Invoicing for ICD-10

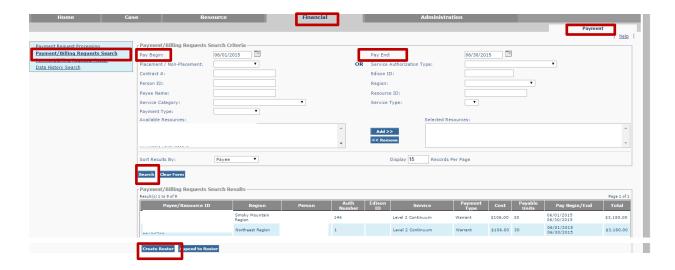
From Financial tab select the Payment tab

- Click Payment/Billing Request Search
- Pay Begin: Applicable date
- Pay End: Applicable date
- Click Search

Note: Continue to do your search as usual; the above search is for this storyboard demonstration

Payment/Billing Request Search Results are displayed

Click Create Roster



- Roster Name: Enter Applicable information
- Click Save



Payment/Billing Request Roster

Financial Tab to Payment Tab

- Click Payment/Billing Request Roster
- Worker: Select applicable person from dropdown
- Roster Name: Select applicable roster from dropdown
- Click Search

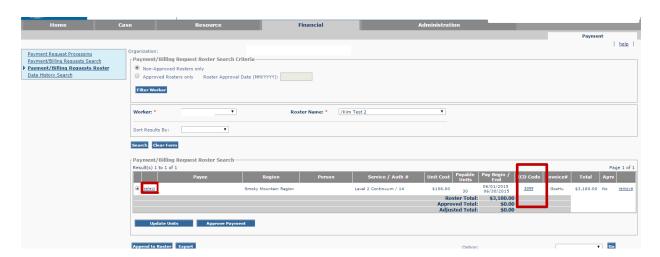


Payment/Billing Request Roster Search displays below

The **ICD Code** column is displayed with a code. If the word Missing is displayed, a monthly summary hasn't been entered.

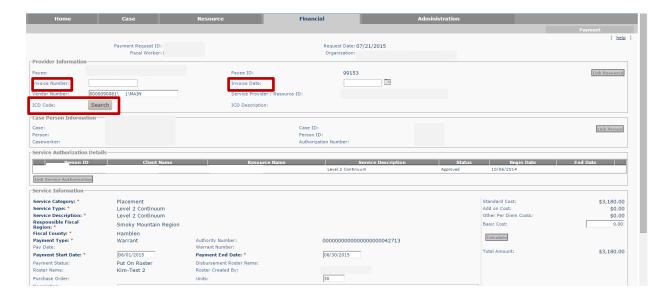
Note: When you change the ICD Code on the Payment Roster, the associated Monthly Summary will also update only if the Monthly Summary is in a Draft Status

Click <u>Select</u>

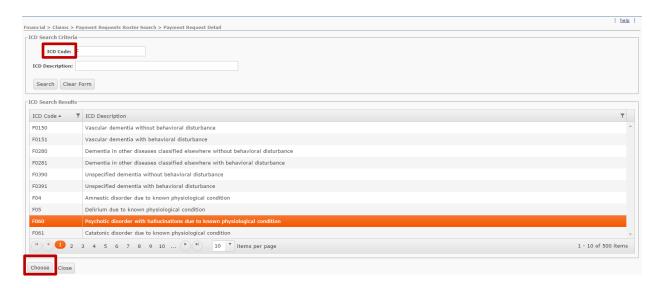


Provider Information and entering ICD Code

- Enter Invoice Number
- Enter Invoice Date
- ICD Code: Click Search



- ICD Code: Enter applicable code
- Click Search
- Highlight the applicable row
- Click Choose



Continue to next sub topic

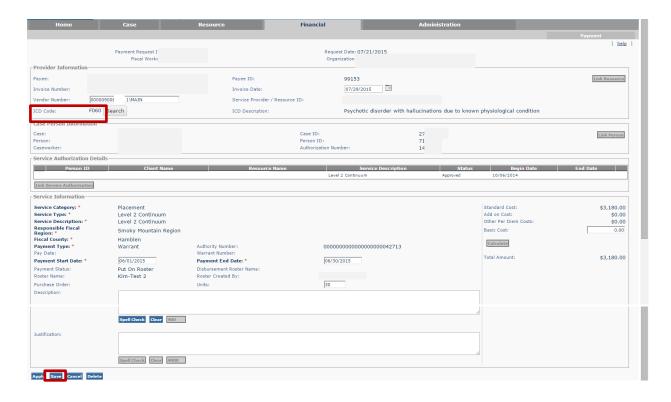
A pop-up will display. "Are you sure you wish to link this ICD Code"? If it is correct, click OK.

If it's not, click Cancel



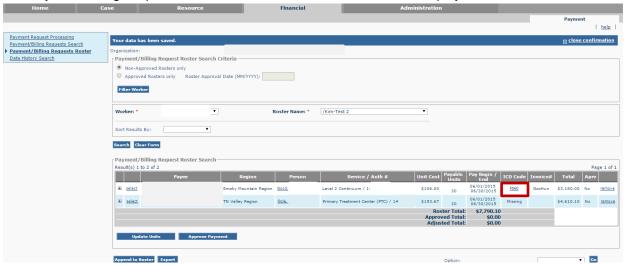
The ICD Code is displayed

Click Save



Continue to next sub topic

The Payment/Billing Request Roster Search with the ICD Code is now displayed.

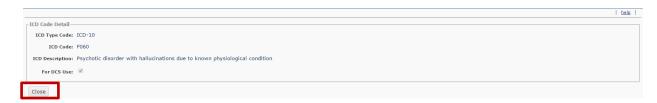


In addition to the ICD Code displaying it allows you to view the description of the code

Click on applicable displayed code

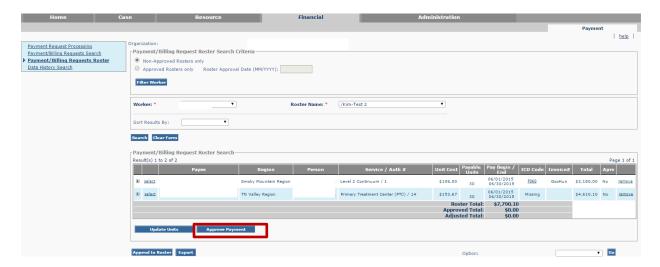


ICD Code Detail is shown. Click Close to go back to previous screen



Continue to next sub topic

• Click Approve Payment



Approve Payment Requests

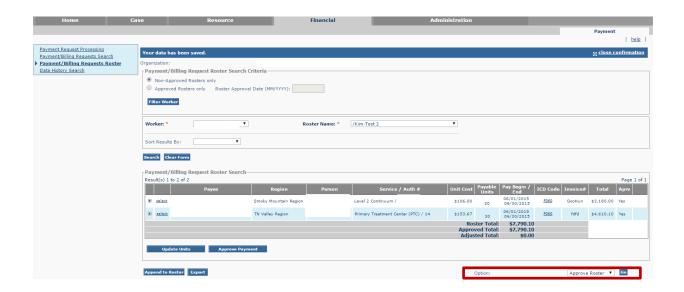
Check Approve

Click Save

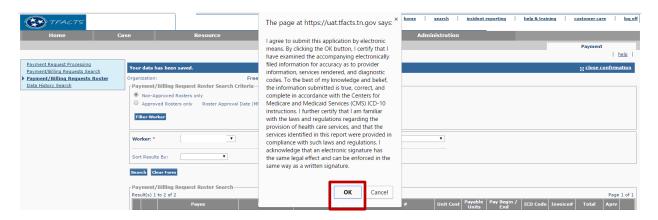


Continue to next sub topic

- Option: Select Approve Roster from dropdown
- Click Go



Message will display- By clicking **OK** you agree that the codes entered to your knowledge are accurate



Continue to next sub topic

Process Approval

• Action: Review and Route

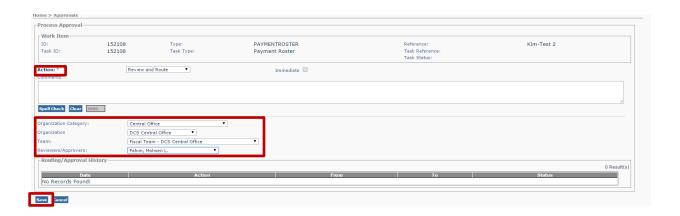
• Organization Category: Central Office

• Organization: DCS Central Office

• Team: Fiscal Team – DCS Central Office

• Reviewer/Approvers: Select Fahim, Mohsen L

Click Save



Note: When DCS Central Office approves a payment roster, if the Monthly Summary associated with the payment record was in the status of:

- No Monthly Summary present, then the Monthly Summary auto-generates with a Narrative Needed status
- Draft then generates to a Narrative Needed status
- Completed then the status doesn't change

If there is no payment, contact your FCCR

You have completed this storyboard